



Superior Court of California, County of San Benito

TO: POTENTIAL PROPOSERS

FROM: Superior Court of California, County of San Benito

DATE: December 31, 2015

SUBJECT: **QUESTIONS AND ANSWERS NO. 1**

Request For Proposal (RFP) Title: **Janitorial Services**
RFP Number: **JS036**

ACTION REQUIRED: Please review the Questions and Answers.

RFP CONTACT: admin@sanbenito.courts.ca.gov
(include the words "RFP Number JS036" in the subject line of any communication via this email address)

RESPONSES TO BIDDER QUESTIONS

General	
Question:	Does the court have an estimate of the budget for this contract?
Response:	No, the court does not have an estimate of the budget for this contract. Instead, the cost and reasonableness of budget will be used to evaluate the proposals as described in the RFP.
Question:	Do the Services include sweeping the courtyard outside of the break room?
Response:	Yes. See the description of Services in Appendix A of the Standard Agreement. The Standard Agreement is Attachment 2 of the RFP.
Question:	What is the square footage of each area of the building?
Response:	Please refer to the building floor plans. The floor plans provide dimensions to determine square footage.
Question:	How many janitor closets are in the building and accessible to the selected vendor?
Response:	There are two janitorial closets in the building, one on each floor for use by the selected vendor.
Question:	Do we have to have a janitor present at the Courthouse between 8 a.m. and 8 p.m. every day?
Response:	<p>The court is not requesting onsite presence from 8 a.m. – 8 p.m. Instead the court is making the facilities available for Services between these hours to facilitate access to all areas of the Courthouse, some of which are only accessible after or at specific times. Taking into consideration access issues, the selected vendor may perform Services between these times that would provide the best value to the Court.</p> <p>When present at the courthouse, the vendor shall be available to clean minor spills and minor incidents as requested by the court. This type of services shall not be considered “Additional Services and Emergency Services” as detailed in the RFP Attachment 2.</p>
Question:	Will the vendor have to clean every part of the Courthouse?
Response:	<p>No, certain areas of the Courthouse are excluded from the service area. These areas are included in the definition of “No Service Areas” in the Standard Agreement. That definition currently reads:</p> <p>“No Service Areas” means Security Interview (103), Security Control (104), Building Automated Systems Room (123), Electrical (124), Building Support Central Storage (132), Janitor (134) Elevator Machine</p>

	<p>Rooms (137, 147, 156), Main Distribution Frame (143), Evidence Storage (145), Storage (164B, 165), Electrical (190), Boiler (192), Sally Port (door X1), Service Yard (door X2), Trash Area (doors X3 and X4), Judge's Parking (door X6), Recycle Yard (doors X7 and X10), Workshop Yard (doors X8 and X9), Intermediate Distribution Frame (223), Electrical (224), closets (doors 276A, 276B, 276C, and 276D), Closet (237A), AV Closets (272, 263), and Janitor (255).</p> <p>The numbers in parentheses refer to the numbers used on the floor plan. The Standard Agreement is Attachment 2 of the RFP.</p>
Question:	The description of services in the Standard Agreement lists days when cleaning occurs. For example, carpeted areas are to be vacuumed Monday, Wednesday, and Friday. Are these days and frequencies required, or are they suggestions?
Response:	The specified timing and frequency of services is a requirement, not a guideline.
Question:	Who is the current contractor and how long have they had the contract?
Response:	The current contractor is Firato Service Company, Inc. That contractor has had the contract since March 13, 2014.
Question:	Is there an estimated value for the contract annually?
Response:	No, the court does not have an estimate of the budget for this contract. Instead, the cost and reasonableness of budget will be used to evaluate the proposals as described in the RFP.
Question:	What are the current hourly wage and bill rates?
Response:	<p>The current monthly fee is \$5,321. The current Additional Services rate is \$17.50 per hour. The current Emergency Services rate is \$50 per hour.</p> <p>Please note that the Court's funding for expenditures such as janitorial services has been decreasing for consecutive fiscal years.</p>
Question:	We also need a copy of the LAST bid price and the name of the company you currently have the contract with?
Response:	<p>The current monthly fee is \$5,321. The current Additional Services rate is \$17.50 per hour. The current Emergency Services rate is \$50 per hour. The current contractor is Firato Service Company, Inc.</p> <p>Please note that the Court's funding for expenditures such as janitorial services has been decreasing for consecutive fiscal years.</p>
Question:	Do the scope of services has changed the last contract?

Response:	Yes, the scope of services has changed.
Question:	Does the court need nighttime or only daytime services?
Response:	<p>The Quarterly Services, Bi-Annual Services, and Annual Services must be performed on the weekends specified in the Standard Agreement. Otherwise, Services must be performed between 8 a.m. and 8 p.m. on weekdays. Certain areas, such as courtrooms and holding cell areas, are accessible for cleaning only after 5 p.m.</p> <p>The Standard Agreement is Attachment 2 of the RFP.</p>
Question:	How many square feet each location?
Response:	<p>There is only one location. The Courthouse is approximately 41,500 square feet, but numerous areas within the Courthouse are outside of the janitorial service area. See the definition of “No Service Areas” in a question above.</p> <p>If more precise numbers are required, Proposers are invited to make their own calculations using the floor plans.</p>
Question:	How much of the square footage is carpet, and how much is hard floor?
Response:	<p>We do not have exact numbers. Our rough estimate is that approximately 70% of the flooring is carpet, and the remainder is terrazzo, end grain wood block flooring, ceramic tile, linoleum tile, or other.</p> <p>If more precise numbers are required, Proposers are invited to make their own assessments during one of the site visits.</p>
Question:	What type of the hard wood floor?
Response:	End grain wood block.
Question:	How many stalls, urinals per restroom?
Response:	<p>There are a total of 21 toilets; 12 for public use and 9 for staff use. There are a total of 4 urinals.</p> <p>In addition, there are 9 stainless steel toilet/sink units in the holding cells.</p>
Question:	How many Kitchens do they have and how many sinks?
Response:	There is only one kitchen, with one kitchen sink. In addition, there are four kitchen-type sinks in other areas of the building (such as the jury deliberation rooms).
Question:	How many days a week do you want services?
Response:	Services are required every weekday (except Court holidays), and on

	specified weekends. Please read the description of Services in Appendix A of the Standard Agreement very carefully—that description specifies on which days each type of service must be performed. The Standard Agreement is Attachment 2 of the RFP.																				
Question:	Where can I find the document titled “3M Stone Floor Protection System: Installation & Maintenance Protocol Options”?																				
Response:	See http://www.xlnorth.com/update/wp-content/uploads/2015/01/3m-stone-floor-protection-alternative-protocols-tech-bulletin.pdf .																				
Question:	On page 6, Section 7.0 Paragraph G, Item iii, it states that if the contractor is a California Corporation, the Contractor must show proof that the Contractor is in good standing in California. Is City Business License, and certified small business supplier # sufficient issued by the State of California sufficient proof?																				
Response:	<p>No, those documents do not demonstrate good standing. To demonstrate good standing in California, a Proposer can submit either (i) or (ii) below.</p> <p>(i) a print-out of the “Business Entity Detail” page resulting from a search on the California Secretary of State’s “Kepler” database (http://kepler.sos.ca.gov). The “Business Entity Detail” page is the page that contains the following chart:</p> <table border="1"> <tbody> <tr><td>Entity Name:</td><td>---</td></tr> <tr><td>Entity Number:</td><td>---</td></tr> <tr><td>Date Filed:</td><td>---</td></tr> <tr><td>Status:</td><td>ACTIVE</td></tr> <tr><td>Jurisdiction:</td><td>---</td></tr> <tr><td>Entity Address:</td><td>---</td></tr> <tr><td>Entity City, State, Zip:</td><td>---</td></tr> <tr><td>Agent for Service of Process:</td><td>---</td></tr> <tr><td>Agent Address:</td><td>---</td></tr> <tr><td>Agent City, State, Zip:</td><td>---</td></tr> </tbody> </table> <p>Note: Entities that are in good standing will have an “active” status.</p> <p>(ii) a Certificate of Status issued by the California Secretary of State, which can be ordered using the following form http://bpd.cdn.sos.ca.gov/pdf/be-records-requests.pdf.</p>	Entity Name:	---	Entity Number:	---	Date Filed:	---	Status:	ACTIVE	Jurisdiction:	---	Entity Address:	---	Entity City, State, Zip:	---	Agent for Service of Process:	---	Agent Address:	---	Agent City, State, Zip:	---
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Question:	Under Appendix A, paragraph 2.1 Daily services Every work day, does this mean Monday through Friday?																				
Response:	Yes, “Daily Services” must be performed Monday through Friday except for Court holidays.																				

Question:	On page 19, under paragraph 7, assignment, and subcontracting it states “the contractor may not assign, or subcontract it’s rights, or duties under this agreement without prior written consent of the court. Due to the notorious abuse of subcontracting in the cleaning field can we assume the representatives of the Court will audit any subcontractor to insure compliance to the RFP?
Response:	The Court may audit relevant documents and records of subcontractors pursuant to section 10.4 of the Standard Agreement.
Question:	Will there be a living wage, or wage determination requirement, and if so will the payroll records be audited to insure compliance?
Response:	The Court is not aware of any living wage law that would affect the services. Proposers are encouraged to seek independent legal advice to ensure that they operate their businesses in accordance with all applicable laws and regulations.
Question:	Is there a English proficiency requirement for all contractor employees?
Response:	The only language requirement is in Section 6.4 of Appendix A of the Standard Agreement: “All Contractor Personnel assigned to work in the Courthouse must be able to speak and understand English sufficient to communicate with others when required in the performance of their job duties, and must have the ability to read English.”
Question:	Is there a U.S. Citizenship Requirement for all contractor employees?
Response:	No.
Question:	As it is public information under the 1986 Freedom of Information Reform Act, what is the current monthly price being paid to the current cleaning contractor?
Response:	The current monthly fee is \$5,321. Please note that the Court’s funding for expenditures such as janitorial services has been decreasing for consecutive fiscal years.
Question:	Who is the current cleaning contractor?
Response:	The current contractor is Firato Service Company, Inc.
Question:	What is the payment terms? For example net 30?
Response:	Upon receiving a correct, itemized invoice received from the vendor, the Court will submit a payment request to a centralized accounts payable department. In most cases, the payment is processed by the accounts payable department within 30 days.